

FIRE BUSINESS MANAGEMENT

There are important administrative functions, which pertain to all aspects of fire management. In the normal administration of fire management programs in a park, support office, regional director office, or national office, the responsible staff must be well versed in the full range of administrative functions affecting program management, including the development of cooperative agreements and proper fiscal, property, personnel management and procurement procedures.

ASSESSMENTS ON FIRE ACCOUNTS BY NON-FIRE PROGRAMS

In the past, several parks and regional offices have proposed imposing an administrative surcharge on FIREPRO accounts, which in a Directorate review was considered an improper use of these funds. Since FIREPRO funds are derived from the Department of the Interior (DOI) Firefighting Account, which is a special non-ONPS fund established to provide adequate firefighting capability throughout all Interior agencies, we have a mandate to maintain the integrity of this account by utilizing these funds for dedicated fire management activities only. The NPS has specifically identified fire management activities to be provided each year through a work plan submitted to the Department. The NPS share of the Interior Firefighting Account is based on this work plan. Any unauthorized use of the funds for non-fire activities will lead to an investigation and audit and result in possible reductions in the funds available to the NPS for FIREPRO activities. The Department closely monitors the Interior Fire Fund. Parks and regions must not divert FIREPRO funds for general and administrative expenses.

Administrative support requirements to the fire program have not been ignored. FIREPRO has already funded permanent, administrative support positions within the fire management organization. These positions are expected to be used for fire-dedicated budget and administrative duties. In most offices they also assist with some non-fire related administrative duties as well. The Fire Management Program Center has been as flexible as possible in the management of these positions within the intent and mandate of the DOI account. Caution must be exercised; however, to ensure that the duties these fire-dedicated positions do not exceed the 20 percent allowable time available for non-fire job performance. Parks and regional offices may request additional funds for administrative support of fire programs through FIREPRO. These requests must clearly identify the unfunded administrative burden created by the fire management organization.

OFFICE OF WORKERS' COMPENSATION COSTS

Injuries/illnesses covered by OWCP are processed by, and charged to, the employee's home or employing unit, regardless of where the injury or illness occurs. The following bureaus are assigned OWCP charge-back codes for fire activities which must be inserted on the CA forms:

BLM = 7121	BIA = 7156
FWS = 7150	NPS = 7157

The charge-back codes are further broken down by alpha codes identifying specific offices and locations. Home units must complete alpha codes before submitting forms to OWCP.

When the bureaus reimburse OWCP, all costs under their respective charge-back codes should be identified as payable under specific Subactivity codes, *e.g.*, 2821. There may be some injury/illness cases chargeable to other 2800 Activity Codes, but they would be minor, less than 5 percent. Therefore, the OWCP charge-back codes listed would be the mechanism to charge the fire costs.

TORT CLAIMS

Individual tort claims associated with wildland fire activities, in the not-to-exceed \$2,500 category, should be charged against the appropriate FIREPRO or wildland fire activity account.

Tort claims in excess of \$2,500 are forwarded by AOD to the Justice Department for payment from their account. There is a possibility, however, that the solicitor(s) and/or Justice may kick these claims back to the NPS unit for payment.

ADMINISTRATIVE PAYMENT TEAMS

Purpose/Objectives. The purpose of the administrative payment team (APT) is to expedite payment of financial obligations incurred as a result of an emergency incident, and relieve the local administrative unit of additional work generated by the incident.

Authority. Section 4 of Executive Order 6166, dated June 10, 1933, authorizes the Division of Disbursement, United States Treasury Department, to delegate the exercise of its functions locally to officers or employees of other agencies, as the interests of efficiency and economy may require.

Responsibility. After receiving written delegation of authority from the agency administrator the team is responsible for payment of all possible financial obligations incurred during the incident.

Determining Need. When an emergency incident generates a large volume of obligations which may not be paid in a timely manner, or when the demand on local suppliers is so great that financial hardship may result, the agency administrator may request the assistance of the administrative payment team. The administrative payment team is authorized to pay for supplies, services, equipment rental and casual employees utilized on an emergency incident only.

Organization. Determination of the type and number of team members needed will be made based upon the individual incident. More definitive information on duties, responsibilities and procedural guidelines can be found in the *National Interagency Mobilization Guide* and *Administrative Payment Team Field Handbook*. The teams are coordinated through the NPS Fire Management Program Center and the handbook can be requested from the Center.

RESOURCE ORDER FORM

The resource order form is used on interagency fires as an ordering document (requisition) and as a tracking document for all resources (personnel, equipment, supplies, aircraft, etc.) ordered for a sustained wildland fire, prescribed fire, or step-up or severity actions. The form may also be used for initial attack fires or as a substitute for a DI-1 for purposes of tracking resources ordered from a non-federal cooperator who may re-bill for services utilized.

Current interagency agreements with the Bureau of Land Management, Bureau of Indian Affairs, U.S. Forest Service, and the U.S. Fish and Wildlife Service state that no cross-agency billing will be made for resources utilized for wildland fire management. Under this agreement, each agency will assign an account and pay for the resources provided to another agency on wildland fire assignments.

PERSONNEL-RELATED ISSUES

Emergency Workers. According to the Department of the Interior and the Department of the Treasury, we may use the EMERGENCY WORKERS hiring authority on unplanned ignitions regardless of the management strategy(s) selected. As a result, these employees may be used in staffing wildland fires managed for resource benefits, as well as for wildland fire suppression incidents.

Emergency Workers can be used for whatever work needs to be done, including monitoring, without restrictions.

Emergency Workers can be used on prescribed fires during the period 24 hours prior to planned ignition until 24 hours after the perimeter is secured.

Federal and state taxes are now being deducted from emergency employee pay. It is important for personnel hiring these employees for any emergency to obtain a W-4 and (W-5 if needed). If these documents are not sent into payroll with the other documents (I-9, OF-288, etc.), a flat 28% will be deducted for taxes. Further information can be found on the Bureau of Land Management, Alaska Fire Service home page at fire.ak.blm.gov/unique/docs/effpay.asp. Current payplan rates for emergency hire employees may be found at <http://www.doi.gov/hrm/guidance/>. Click pb99-2 pdf. Acrobat Reader is needed to retrieve this document

Shifting Regular Hours to Fire Accounts (Base 8). Previously, employees have not been permitted to charge their regular time (Base 8 hours) to a wildland fire suppression account. This was true whether wildland fire preparedness or non-fire account funds their base 8. Instead, parks were allowed to backfill for employees assigned to suppression incidents, and charge backfill costs to the suppression account. Backfilling involves charging overtime and premium pay to wildland fire operations accounts for personnel who cover the duties of other personnel assigned to a wildland fire. Backfill authority was granted to allow parks to minimize disruptions to normal park operations due to unplanned wildland fire response.

The policy now has been changed to allow superintendents more flexibility, and to provide an incentive for allowing qualified employees to respond to incidents, even those in specialized occupations in which backfill is infeasible. Parks now may choose to **EITHER** backfill for employees assigned to wildland fires and Burned Area Emergency Rehabilitation (BAER) Team assignment, **OR** they may charge the employee's regular, base 8 hours to the wildland fire incident account or BAER account. On a particular incident, managers may choose to backfill for some employees and shift base 8 for others, but only one strategy may be used for each employee on each incident mobilization. The backfill or base 8 shift applies only to those hours when an employee is assigned to a wildland fire incident, and may not be used to augment program capabilities. This authority applies to assignments for the entire range of appropriate management responses on unplanned ignitions, from full suppression to monitoring and all BAER team assignments. Employees whose regular time is funded from a FIREPRO Preparedness account or Prescribed fire management account may not shift that time to a wildland fire incident account. Permanent and career seasonal personnel funded from not-to-exceed limits within hazard fuels operating or wildland fire for resource benefits accounts may shift their base 8 to a hazard fuels or wildland fire incident project account.

This policy does not apply to prescribed fires. Prescribed fires are planned events. Managers may decide in advance whether it is appropriate for employees from various functions to participate in these operations. They also have the ability to hire or contract for additional staff to manage prescribed fires, in contrast to unplanned wildland fires. The prohibition on shifting

base 8 salary or backfilling for prescribed fires is in compliance with budget rules for Wildland Fire Operations agreed on by the National Park Service, the Bureau of Land Management, the Bureau of Indian Affairs, the Fish and Wildlife Service, and the U.S. Forest Service.

Backfilling. As discussed in the previous topic, the NPS will continue to provide backfilling for fire and non-fire personnel assigned to incidents as a management option to alleviate impacts of wildland fire operations on routine day-to-day NPS operations. Where backfilling is appropriate, the associated backfilling charges will be made against the incident account. Scheduling of backfilling must be based on, and limited to, the normal duty hours of the employee who is unavailable due to incident assignment. For example, if the employee's normal duty hours are from 8:00 a.m. through 4:30 p.m., Monday through Friday, it would be inappropriate to backfill on Saturday and Sunday, and before or after the normal duty hours on Monday through Friday. Backfilling, if used, cannot exceed the number or normal duty hours that would have been worked by the employee assigned to the incident.

Backfilling during the incident assignment. Backfilling is appropriate only for non-fire personnel assigned to step-up plan, severity staffing adjustments, and wildland fire suppression operations.

Backfilling during Administrative Leave associated with an incident assignment. Where administrative leave, upon release and return from an incident is justified and authorized, backfilling would be appropriate only if the administrative leave falls within the employee's regularly scheduled duty hours as discussed below under R&R.

Backfilling after the incident assignment. With the exception of backfilling for administrative leave, backfilling for an employee after they have arrived back at the duty station is inappropriate. In other words, backfilling hours cannot be bankrolled or be accumulated with the intent to augment program operations after the employee has returned to normal duty. Backfilling hours are only permissible during the appropriate time of the employee's absence from duty.

Backfilling on Non-Emergency Incidents. Backfilling is not permitted for personnel assigned to non-emergency fire management activities such as: hazard fuel reduction and other prescribed fire projects; fire effects monitoring assignments and wildland fire rehabilitation projects. This applies to both fire and non-fire personnel. BAER team members may be backfilled when the team is dispatched, but personnel working on implementing long-term projects may not. By nature, these are activities that can be programmed in advance to avoid or minimize disruptions, and thus are inappropriate for backfilling.

Hazardous Duty Pay. Hazard duty means duty performed under circumstances in which an accident could result in serious injury or death. Subpart I, Section 550.901-907 of Title 5, Code

of Federal Regulations (for General Schedule employees), and Title 5 CFR, Chapter I, Subchapter B, Part 532, Subpart E (for Wage Grade employees), provide the legal authority and definitions for hazard duty and environmental differential payment.

Office of Personnel Management regulations provide for the payment of a differential to employees who are exposed to unusual physical hardship or hazardous duty.

For purposes of pay administration, firefighters are entitled to hazard duty pay when they are involved in fighting forest or range fires on the fireline before the fire is controlled (emphasis added). A fireline is defined by OPM as the area within or adjacent to the perimeter of an uncontrolled wildland fire of any size in which action is being taken to control the fire (emphasis added).

The key is "uncontrolled wildland fire." By definition, a prescribed fire is not "uncontrolled." Therefore, a payment of hazard duty differential for duty on a prescribed fire is not warranted or legitimate under existing OPM regulations. Only when these fires escape prescription and are declared an uncontrolled wildland fire, placed in suppression strategy, and emergency suppression funds are authorized for suppression expenditures, can hazard duty differential be authorized.

Hazard duty pay can be provided to regular General Schedule (GS) employees on unplanned ignitions that are managed for resource benefits, or a hybrid strategy of suppression and management for resource benefits.

Helicopter operations related hazard pay regulations apply on both prescribed fire and all wildland fire management activities.

Standby and On-Call Status. NPS Personnel Management Letter 86-16 documents long-standing policy on standby pay, spelling out the difference between on-call and standby status. Relevant information from the NPS PML follows:

Standby time ordinarily is compensable at appropriate regular and overtime rates. Standby status is paid status that occurs when an employee is required by a supervisor to remain at or within the confines of the duty station and remain available to respond to emergencies. Standby status also occurs when an employee, who is required to remain in readiness, is allowed to remain at his/her residence but his/her freedom of movement and choice of personal activities are severely restricted. Employees on standby may be required to perform certain work related to the need for the standby time. For example, employees may be assigned to sharpen or otherwise maintain firefighting equipment while on emergency fire standby during periods of high fire danger. Standby time is compensable either through pay at overtime rates or through payment of a salary differential.

On-Call time is not compensable at regular or overtime rates unless the employee is actually called back to duty. It is time during which the employee may be required to remain within telephone, radio, or electronic paging system contact range but is otherwise free to carry out personal pursuits that do not impair his/her ability to respond effectively if recalled. On-call status includes an assumption that the assigned employee has the freedom of movement to leave the restricted area at will by shifting the call back responsibility to another person. However, if no other person is available to assume on-call responsibilities, the employee may not disregard the conditions established by the supervisor without supervisory approval.

When an employee who is on-call must return to duty, the employee must be compensated for a minimum of two hours at regular or overtime rates as appropriate.

In order to minimize the negative aspect of placing employees in on-call status, it is recommended that whenever duty by employees is anticipated before or after normal duty hours and when funding levels permit, the employee be held in a duty status in one of the following ways:

- Put the employee on standby at the duty station.
- Make the employees' residences their duty stations, if distance and transportation availability make this feasible and allow them the standby while at home. (It should be noted that this option will make the residence the duty station for all purposes, not just for standby, and employees so assigned must use the residence as the starting and ending place of duty on all normal workdays as well as for extra duty. Therefore, this option should only be used in unusual circumstances. For example, a park ranger with patrol duties lives in park housing some distance from his/her office. The ranger is considered to be on patrol and on duty from the time he/she leaves the residence and until he/she returns to the residence. Likewise, if the ranger is placed on standby at the residence, he/she is in pay status. When the residence is reasonably close to the normal workplace, this option should be avoided.)
- Add an additional shift or shifts to provide coverage. (The extra shift[s] need not be fully staffed and could be made of part-time or intermittent employees where circumstances permit.)

If on-call status is necessary due to funding constraints or infrequency of incidents making standby not feasible, the on-call assignments should be voluntary to minimize impact on individual employees.

Less-than-full-time employees who are placed on standby for hours outside their normal duty hours but within the confines of an eight-hour day or a forty-hour week are paid at straight time up to eight hours per day or forty hours per week. After that, the overtime rules apply.

Title 5 U.S.C., Section 5545, provides an additional authority for standby duty pay. Standby duty is a form of annual premium pay that is permissible for agencies to pay in lieu of overtime, night, holiday, and Sunday pay to employees who are regularly required to remain at, or within the confines of their duty stations for periods of time longer than their normal duty hours. A substantial part of this additional time must be in a standby status rather than performing work. Premium pay under this provision is determined as an appropriate percentage, not in excess of 25 percent, of the employees' rates of basic pay not to exceed the minimum rate for GS-10. The WASO Directorate, regional directors and center managers are delegated authority to approve standby duty pay as needed. This authority may be re-delegated to as low a level as is practicable. The following examples illustrate the difference between on-call and standby status.

- An employee who must remain at his/her duty station or at his/her residence within the duty station radius, stay in uniform, remain sober, and who is unable to engage in a variety of personal pursuits because he/she must maintain a state of readiness to respond to calls for service is on standby. The entire time spent in that status, except for time spent eating or sleeping, is compensable because the employee is severely restricted.
- An employee who is subject to call outside the tour of duty, who is required to remain sober, but who is free to leave his/her residence or the response radius provided that arrangements are made for someone else to answer duty calls, or who is allowed to leave another telephone number where such calls can be made, is on-call. Only actual call back time (subject to the two-hour minimum) is compensable.

In cases where on-call responsibilities are rotated among members of small staffs or where office phones are switched over to employee residences for answering after duty hours, supervisors must pay particular attention to the conditions attached to on-call responsibilities and the degree to which they restrict the employee's freedom of movement. If the employee is unable to pass the on-call responsibility to another, is nevertheless held responsible and accountable for providing off-duty response and therefore is (or is made to feel) unable to engage in personal pursuits, that employee's activities have been severely restricted. In such a situation, the employee's status is standby, not on-call, and time spent in that status is compensable.

Instances of standby duty pay must be clearly documented so that there is an "audit trail" to be followed. Standby duty pay will be a subject of review in Operations Evaluations, Personnel

Management Evaluations, Internal Controls Reviews, and various fiscal audit processes by the Inspector General and the General Accounting Office.

Rest and Recuperation. The following are some excerpts from the Interagency Incident Business Management Handbook (NWCG Handbook 2, NWCG Amendment 96-1):

12.6-3 REST AND RECUPERATION. As a general rule, regular government employees and Emergency Workers are not guaranteed specific days of paid rest and recuperation (R&R) within an emergency incident. Incident Commanders' and agency officials responsible for the incident will utilize R&R to give personnel proper rest so they remain productive, physically capable, and mentally alert to perform their jobs safely.

REST AND RECUPERATION DURING INCIDENT. All regular government employees and Emergency Workers located at incidents should be given a minimum of one full day (24 hours) of rest in every 14-day assignment or two full days (24 hours each day) in every 21-day assignment. Specific timing and length of R&R may vary depending upon the fatigue level and work requirements of crews. The Incident Commander is responsible for the R&R implementation standard for all agencies at incident base. Time spent in R&R shall not include travel time.

REST AND RECUPERATION UPON RETURN FROM AN INCIDENT (ADMINISTRATIVE LEAVE). The Incident Commander may recommend that a regular government employee, upon return to home unit, be given R&R (full day is 24 hours) in lieu of providing R&R at the incident. Base this recommendation on the fatigue level of the individual. The recommendation must be in writing and must be signed and dated by either the Incident Commander, Agency Administrator, or other line officer having incident support responsibilities.

In accordance with 5 U.S.C., 6101 and 6104, and 56 Comp. Gen. Decision 393 (1977), the line officer (supervisor) of the regular government employee's home unit should authorize rest and recuperation (R&R) (1 full day is 24 hours). R&R, upon an individual's return from the incident, must occur on the calendar day/days immediately following the return travel. R&R shall be authorized only if it occurs on the individual's regularly scheduled workday. Pay entitlement for rest and recuperation cannot be authorized on the individual's regular day off.

Emergency Workers are not entitled to R&R upon release from the incident.

The primary concern behind administrative leave is for the safety of the employee, and secondarily to allow the employee an opportunity to attend to personal matters that have been precluded from completion while assigned to the emergency operation for an extended period of time.

Local Staff Assigned to Their Park's Incidents. The Incident assumes no responsibility for the feeding and/or per diem of local staff who do not meet the qualification criteria under the Federal Travel Regulations.

The exception to this would be under unique circumstances where the Incident Commander has deemed it necessary to restrict an employee's work and off-clock hours to the incident location (e.g. spike camp, fire camp, etc.) which would preclude spending a portion of the day at home for rest and feeding. Under these circumstances the employee would be qualified for feeding and/or per diem at the expense or provision of the incident.

INCIDENT OVERTIME

Exempt/Nonexempt: An agency may determine that an emergency exists and reassign qualified employees to temporarily perform work or duties in connection with the emergency. An exempt employee becomes nonexempt for any workweek in which the employee performs nonexempt work duties for more than 20 percent of the worktime in a given workweek. (Reference 5 CFR §551.208 (d)(ii))

Biweekly Pay Cap: An employee is not subject to the biweekly maximum earnings limitation for any pay period that they were determined to be performing work in connection with an emergency. (Reference 5 CFR §550.105) They will be subject to the annual maximum earnings of a GS-15 step 10, effective on the last day of the calendar year. (Reference 5 CFR §550.106) Use "**FF**" as the message code for time not subject to the biweekly salary cap. This will not override the annual maximum earnings of a GS-15, step 10. (Reference Client Interface Manual, Payroll Operations Division, FPPS Program Version (March 1998): Appendix A-18, Federal Personnel/Payroll System Time and Attendance Report. The "**FF**" message code is to be used when an employee is performing work in connection with an emergency and is not limited to fighting wildland fires. (Reference <http://www.dasc.doi.gov/payroll/news.htm>, November 1998)

Hazard Pay Differential

Employees participating as a member of a firefighting crew in fighting forest and range fires on the fireline are entitled to a pay differential of 25%. (Reference 5 CFR §550 Subpart I, Appendix A, Firefighting (1)) For General Schedule (GS) employees only use Pay Code **090** for the ACTUAL exposure time with the Hazard Code "**V**" on the time sheet (**V** sets the rate at 25%.) Record the regularly scheduled tour as usual, Pay Code 010, 020, 030, etc. Record overtime to Pay Code 110. The system will pay 25 percent differential on all hours in a pay status to the cost structure entered on the Pay Code 090 line on the T & A. Do not Record the "**V**" on any

other T & A line (e.g. Pay Code 010,110) when using Pay Code 090. (Reference <http://www.dasc.doi.gov/payroll/news.htm>, November 1998)

Overtime

For each employee whose rate of basic pay does not exceed the minimum rate for GS-10, step 1, the overtime rate is 1 ½ times his or her hourly rate of basic pay. For employees whose rate of basic pay exceeds the GS-10, step 1, the overtime rate is 1 ½ times the hourly rate of a GS-10, step 1. (Reference 5CFR §550.113(a)(b))

Payroll Procedures

An employee's time will be recorded on OF 288, Emergency Firefighter Time Report. All time will be verified and signed by incident personnel and forwarded to the employee's home unit for processing through the Federal Personnel Payroll System (FPPS). Further payroll information may be found in the FPPS T & A Codes Manual, and the Client Interface Manual, FPPS Program Version, or the Administrative Service Center, Payroll Operations Division homepage at <http://www.dasc.doi.gov/payroll> for updates.

CROSS CHARGING PROCEDURES FOR HAZARD FUELS REDUCTION OPERATIONS

The FY 1998 Wildland Fire Management appropriation funded the five Federal agencies' Hazardous Fuels Reduction Operations request. In the Congressional Appropriation Conference Report language section on fuels management, it is stated, "Interior and Forest Service should not charge each other for personnel and other resources." In this same language it further states, "To ensure that both agencies use the same approach, the Committee requests a joint report from the two Departments.... that explains how all fuels management activities and land and water rehabilitation will be funded and implemented." This requested report was sent and contained a statement in the section of General Field Guidelines for Hazardous Fuel Reduction Operations excluding administrative surcharges and cross billing for interagency hazardous fuel treatments and ecosystem prescribed burning projects. All five fire directors concur that the general policy of not cross billing is appropriate and meets Congressional intent. Fuels management projects are considered regular planned land management activities as opposed to emergency activities, therefore offices have the right to turn down requests from other offices to assist in fuels management activities. Offices should not consider providing personnel and resources at the expense of their own target accomplishments, and no office should be placed in a position of subsidizing another office's fuels management activities. But, the fire directors also concurred that there are some unique situations where reimbursement (cross billing) might be warranted.

The following guidelines for situations when reimbursement applies were developed in an

agreement signed by the Federal Fire & Aviation Leadership Council in March 1998. Agencies agreeing to the following included: Bureau of Land Management; Bureau of India Affairs; Forest Service; Fish & Wildlife Service; and the National Park Service.

Before reimbursement is considered the following step down actions should be considered:

- Offices in need of assistance in accomplishing their target should try to work out arrangements with neighboring offices where sharing personnel and of resources throughout the year will be offsetting and there will be no need for reimbursement.
- Where assistance cannot be fully offset by sharing personnel and resources between offices, arrangements should be made for the requesting office to provide as many prepaid services as possible, such as travel, lodging, food, and fuel, by covering these items on a blanket purchase order, credit card, or other appropriate means, thereby eliminating the need for reimbursement.
- Offices anticipating the need for assistance in accomplishing workloads should coordinate with their local fire management cooperators early in the planning of the projects and ascertain if their Federal neighbors can assist. If not, consider tribal, state, local, and private sector resources for contract. It is very important not to overlook this source of personnel and resources.
- When the above steps have been addressed, and reimbursement between the five Federal agencies is economically efficient and operationally effective, the Task Order process outlined in the master "Interagency Fire Management Agreement" of 1997, section VII, should be followed. (See the *National Interagency Mobilization Guide* for the agreement and agency reference numbers.) A general guiding philosophy for reimbursement is agency resources (goods, services, and personnel) that are planned and funded as part of an agencies' program are not reimbursable items. Due to the costs of establishing and processing reimbursements, it is recommended that the reimbursable amount be at least a thousand dollars (\$1,000) before initiating a Task Order.

Examples of items not reimbursable:

- All personnel regular planned salary (base-8)
- Minimal amounts of overtime (1-2 hours) on base-8 regular days
- Contract/lease availabilities for activated contracts
- Fixed Operating Rates (FOR)
- Incidental support costs associated with personnel and owned, leased or contracted equipment (e.g., fuel, supplies, normal maintenance and repair, PPE)
- Administrative surcharges (disallowed as per the Interagency Agreement)

- Payments and hiring for emergency AD Pay Plan workers
- Units should plan overtime for dispatch centers and other support entities for services supporting prescribed fire

Examples of reimbursable items:

- Equipment and aircraft use rates
- Major repair or equipment replaced
- Contract/lease availabilities for early activation or extensions
- National caterer, shower, and type I and II CWN helicopters costs
- Cache charges (e.g., shipping, refurbishment, replacement)
- Overtime for weekends and holidays
- Emergency Workers (EFF) where the using office has no Assistant Disbursing Officer (ADO) means to pay crews

Coding for Assisting Other Agencies

In setting up unique project cost accounts for assists to other agencies on prescribed fire projects, the following coding should be used to enable the Fire Management Program Center to track costs spent on these assist projects. In the project number use the following:

Forest Service	XXXX-F801-252	F—represents Forest
Bureau of Land Management	XXXX-D801-252	D-District
Bureau of Indian Affairs	XXXX-A801-252	A-Area
Fish and Wildlife Service	XXXX-R801-252	R-Refuge
State	XXXX-S801-252	S-State

Use one account for each unit support, for example:

- Yellowstone assists Bridger Teton NF four times, use F801 four times;
- Yellowstone assists Bridger Teton once use F801, then assists Grand Targhee once, then use F802.

In the description field of the FFS subproject table, enter the name of the agency assisted (e.g., Grand Targhee NF Assist).

This coding should also be used for assists on wildland fires managed for resource benefits, using PWE 248